

13 COMMUNITY SUPERVISION OF YCSP AND SJOP YOUTH, AND SEX OFFENDERS

PRIMARY TOPICS COVERED IN THIS CHAPTER (READ ACROSS)

- Introduction
- CSP Overview
- CSP Team Work
- CSP Electronic Monitoring
- Relocation of CSP Youth/Family
- CSP Level System
- Graduated Rewards Guidelines
- Collaboration with Counties on State-Supervised Youth
- Contact Standards for Agents
- Community Supervision Rules & Conditions
- Permanency Plan
- Financial Obligations
- Extension of Commitment
- Community Notification
- Selective Service Registration
- Searches
- Use of Mechanical Restraints
- Escape
- SJOP: Community Phase
- CSP Vision & Mission
- CSP Referral Procedures
- CSP UA Draws
- CSP Travel Permits
- CSP Reward System
- Supervision of PRIDE Youth in CSP
- Supervision of Sex Offenders
- Progress and Activity Documentation
- Notification of Complaint Procedures
- Notice Of Change In Agent
- Handling Violations by Type 2 Youth
- Victim/Witness Notification
- Expiration/Administrative Discharge
- Purchase of Services
- Use of Physical Force
- Use of Chemical Agents
- Taking a Youth into Custody

FORMS DISCUSSED IN THIS CHAPTER: AVAILABLE IN MYDOC OR JJIS (SEE FORMS TABLES)

- Community Supervision Rules & Conditions (DOC-1741 or DOC-1741S)
- Apprehension Request (DOC-58)
- Sample Letters to Parent/Youth
- Request for Purchase (DOC-775)
- EMP Equipment Lost/Damaged (DOC-2238)
- Contact Standards Amendment (DOC-2128)
- Apprehension Cancellation (DOC-58a)
- Sex Offender Activity Request (DOC-2129A)
- J-SOAP II (COMPAS)

DOC-1741 must be completed in JJIS. Other DOC forms are on MyDOC. When DOC-58 or DOC-58a is completed via MyDOC, that fact must be recorded in JJIS.

INTRODUCTION

- Youth in the Serious Juvenile Offender Program (SJOP) and Youth Corrective Sanctions Program (CSP) are in type 2 secure correctional facilities pursuant to ch. 938, WI. Stats.
- The majority of DJC agent supervision responsibilities do not differ between SJO and CSP youth.
- Sex offenders require intensive supervision as described in this chapter. They may be on type 2 or aftercare supervision.
- This chapter discusses:
 - ✓ SJO-community phase
 - ✓ Components of CSP
 - ✓ Requirements for sex offenders.
 - ✓ Supervisory duties of agents

SERIOUS JUVENILE OFFENDER PROGRAM: COMMUNITY PHASE

COURT ORDER

The court may place a youth who committed certain offenses in SJOP under s. 938.34 (4h), Stats., as part of his or her Dispositional Order. [see Chapters 3 & 7]

ADMINISTRATIVE TRANSFER FROM JCI

OJOR Order

OJOR issues a Department Order (**DOC-1722a**) administratively transferring the SJO youth from the JCI to the community on type 2 supervision. SJO youth may reside in a parental/guardian, foster or group home or a type 2 RCC, or may live independently.

End of Type 2 Supervision

A DJC agent **supervises the youth as a type 2 youth until one of the 4 events occurs:**

- Court **commitment expires**
- OJOR issues a Department Order (DOC-1722a) **releasing the youth to aftercare** supervision after a youth has completed a **minimum of 2 years** in SJOP, including time spent in the JCI. [see Chapter 10]. This would be necessary if a youth were being placed out-of-state under the Interstate Compact for Juveniles.[see Chapter 19]
- DJC **Administrator administratively discharges** the youth **after** the youth completes a **minimum of 3 years** in SJOP. [see Chapter 18]
- Youth's **legal status may remain type 2**, but agent may supervise him or her at the **aftercare level of supervision**. [see Chapter 16] This situation is reflected in JJIS.

YOUTH CORRECTIVE SANCTIONS PROGRAM

CSP VISION AND MISSION STATEMENTS; PHILOSOPHY AND PROGRAM GOALS

VISION STATEMENT

To develop a nationally recognized model for the community treatment and rehabilitation of delinquent youth that is an alternative to secure institutional care.

MISSION STATEMENT

To provide humane, family-oriented, community-based treatment by professional staff while ensuring protection of public safety and accountability of youth for their actions and behavior.

PHILOSOPHY

- We believe each youth in our care has unique value, is deserving of compassion, is to be treated as an individual and is capable of change.
- We believe we have a public responsibility to promote positive change in youth through meaningful home-based treatment while protecting the public from harm.
- We believe what we are doing is significant and that we have the knowledge, ability and desire to help youth in our care.
- We believe the structure and treatment opportunities inherent in the program will teach youth the values necessary to lead a crime-free lifestyle.

PROGRAM GOALS

- To provide a community-based option for youth who would otherwise be in a JCI.
- Maintain public safety through intensive supervision and appropriate sanctions.
- Provide necessary treatment, services, educational/vocational training, discipline, supervision, and employment opportunities to assist youth to make meaningful positive changes in their lives.
- To encourage youth to live a crime-free lifestyle.
- To involve the youth's family when appropriate.

PURPOSE

The intent of CSP is to provide **highly intensive community supervision** with the goal of successfully reintegrating youth in the community. CSP agents, youth counselors and occasionally private providers, provide services in addition to **electronic monitoring and daily contacts**. Youth are extensively involved with families, schools and treatment providers.

LENGTH OF CSP

In counties where available, CSP has become the preferred means of community supervision for high-risk adjudicated youth. **CSP lasts approximately 6 months** after which time OJOR may release the youth to aftercare by issuing a Department Order DOC-1722a [see Chapters 10 & 16] or administratively discharge from supervision. [see Chapter 18].

PLACEMENT IN CSP

A youth may be administratively transferred to CSP in one of three ways:

- Administrative transfer from a JCI [see Chapter 10]
 - * All sex offenders not residing in a type 2 RCC shall be placed in CSP. Agents shall require the youth to complete all phases of CSP. A supervisor may grant an exception.
- Transfer from another type 2 placement. [see Chapter 10]
- Direct court commitment [see Chapter 3].

COMPLETION OF CSP

In order to complete CSP, a youth successfully progresses through the CSP levels (described later in this chapter) and meets his or her ICP goals/objectives. Upon completion, one of the following may occur:

- **Released to state or county aftercare.** [see Chapters 10 and 16]
- **Supervision level decreased to** aftercare level of supervision without OJOR formally releasing the youth to aftercare supervision by issuing a Department Order, DOC-1722a.
- **Administratively discharged** from correctional supervision by the DJC administrator based upon agent's recommendation. [see Chapter 18]

CSP TEAM WORK

DJC STAFF

Supervisors, agents, youth counselors and program assistants must work cooperatively as a team to deliver effective services to youth. The agent has primary case management authority with regards to the youth on his or her caseload, but the supervisor has the final decision making authority.

Each member of the team should understand the overall program and basic job duties of all involved. The team members should **maintain flexibility and a willingness to share the workload**. Each person should efficiently and effectively perform his or her assigned job duties. Regular communication between team members and regular scheduled meetings (no less than every other week) are essential elements of CSP. Staff schedules shall ensure that youth are initially seen daily and that necessary contacts with collateral service occur.

ADVISORY COMMITTEES

Purposes

- To provide information to the local community about the requirements and expectations of CSP youth and their families, and
- To obtain feedback and suggestions from committee members about CSP improvements to make CSP more responsive to local community needs and concerns.

Make-up of committee

The committee which meets on an average of quarterly should be comprised of representatives from public schools, HSED/vocational schools, County Department of Human and/or Social Services, the judiciary, the District Attorney's office and law enforcement.

CSP: REFERRAL PROCEDURES

SEE CHAPTER 10

The JCI social worker, DJC agent, OJOR, and CSP staff play important roles in the referral and placement process.

CSP ELECTRONIC MONITORING

OVERVIEW

All youth that participate in CSP are under intensive supervision with electronic monitoring equipment, which includes an **electronic monitoring unit and a transmitter** (bracelet). The equipment monitors the youth **24 hours a day, 7 days a week**.

The **enrollment and installation phases** of electronic monitoring are completed during the transition planning process before the youth leaves the JCI. [see Chapter 10]

SCHEDULES OF YOUTH IN CSP

- CSP youth must submit the Electronic Monitoring Schedule Modification/Curfew (DOC-1363) indicating the youth's weekly schedule to CSP staff.
- CSP staff discuss the schedule with the youth and must approve all scheduled activities and hours.
- Youth must give staff at least 24 hours advance notice of any schedule change requests.

ALERTS

- EMC will fax an alert (i.e., leaving early, returning early, not leaving, leaving late, etc.) to each CSP office when youth do not following their weekly schedule.
- If a youth is more than one hour late returning home, EMC completes the Apprehension Request (DOC-58). If the youth comes back into range and stays in range for one hour, EMC will automatically issue an Apprehension Cancellation (DOC-58a).
- If CSP staff believe a youth is AWOL (out of range and not at his scheduled location), they may request EMC to issue an Apprehension Request (DOC-58). If CSP staff request the apprehension and the youth is then located, CSP staff shall issue the Apprehension Cancellation (DOC-58a) and fax to EMC.

INCREASE OF THE YOUTH'S MONITORING RANGE

- The EMC equipment has three range settings: Low (35 feet), Medium (75 feet) and High (150 feet).
- CSP staff may request EMC to increase the youth's range from low to medium.
- CSP staff shall obtain supervisory approval to increase the range to high.
- Upon the increase in range, CSP staff should walk through the youth's home with the youth to test the range of the electronic monitoring unit.

LOST/STOLEN MONITORING EQUIPMENT

When an HMU or a transmitter is lost or stolen, CSP staff shall complete and fax the EMP Equipment Lost/Damaged (DOC-2238) to EMC immediately.

DAMAGED MONITORING EQUIPMENT**Intentional Damage**

- If a youth deliberately damages the electronic monitoring unit or discards or damages the transmitter, he or she will be charged for the cost of the equipment.
- CSP staff send the completed Disbursement Order (DOC-1750), which was previously signed by the youth to the DJC Special Benefits Coordinator in Central Office.
- The DOC-1750 requests that the appropriate fee be withdrawn from the youth's institution account. Cost of the transmitter is \$500 and \$1,500 for the electronic monitoring unit.

Accidental Damage

- CSP staff complete the Equipment Lost/Damaged form providing a detailed explanation of why the equipment is being returned to EMC.
- CSP staff return all damaged equipment along with the rest of the package (EMU, transmitter, power pack, etc.) to EMC.

ELECTRONIC MONITORING INVENTORY REPORT

- Designated staff faxes a current Inventory Report to the CSP Regional Office and EMC on a weekly basis.
- Regional Office will have a supply of monitoring equipment and parts (rails, batteries, straps, etc.) on hand for offices to request as need arises.

CSP UA DRAWS

The agent is responsible for ensuring that CSP youth submit urine specimens according to the CSP level. An agent, supervisor or youth counselor may do the UA draw and ship it to the appropriate location within 48 hours.

- Level 1: one time per week
- Level 2: one time every other week
- Levels 3 & 4: one time per month

RELOCATION OF CSP YOUTH AND FAMILY**FAMILY PLANS TO MOVE**

If a youth's family is planning to move out of the local community or out-of-state, the agent discusses the situation with his or her supervisor.

Special Considerations for SJO Youth

A **CSP youth who is a SJO** [see Chapters 3 & 7] **must participate in the SJOP for at least 2 years prior** to being released to **aftercare** by OJOR and **3 years before** the DJC Administrator can **discharge** the youth from supervision.

Options Available to YCSP Staff

- **Deny Permission**

An agent may deny the youth permission to move with his or her family and seek a different living placement (e.g., other family member, foster care).

- **Case Transfer to a Different County**

- ✓ An agent may make arrangements through the county social services department or state aftercare agents to transfer the youth's supervision to the new county within the state.
- ✓ If the new county of residence does not contract with DJC for CSP services, the agent contacts OJOR, who must complete a Department Order (DOC-1722a) releasing the youth to state aftercare or county aftercare.

Move Out Of State

- Send ICJ referral packet to the **Interstate Compact** coordinator in Central Office if the agent approves the youth's move out-of-state. [see Chapter 19]
- Agent contacts OJOR who must complete a Department Order (DOC-1722a) releasing the youth to aftercare and indicating that the youth will be supervised in another state. [see chapter 5]
- Recommend the administrative discharge of the youth to the DJC administrator after youth has successful transition and period of stability in new placement. [see Chapter 18]

CSP TRAVEL PERMITS

- See Chapter 19

CSP LEVEL SYSTEM**FOUR LEVEL SYSTEM**

- Each level has a distinct set of requirements and reporting standards.
- Level system requires a youth to demonstrate satisfactory adjustment to living in the community
- Youth must complete treatment programming and assignments before advancing to the next level.

Youth's Progress

A youth progresses through the four levels depending on the **dedication of the youth** to the program.

Restrictions decrease with good behavior at each level and by the time the youth arrives at Level 4, it is possible he or she may be ready for **release to aftercare** [see Chapter 10] or **administrative discharge** from DJC supervision. [see Chapter 18]

Sanctions

Within the 4 tier level system, good behavior is rewarded and rule violations have consequences called "sanctions."

An agent should reference the “graduated sanctions guidelines” in order to determine the appropriate sanction for the violation. These guidelines are not limited to the listed violations and sanctions and are subject to supervisor’s approval based upon the local unit practice. [see Chapter 15]

Sanctions can range from writing assignments, additional household chores or community service, or return to a JCI for short period of time, depending on the severity of the infraction. [see Chapter 15]

CSP Across the State

Each of the DJC regional offices, Southeastern Regional Office (SERO) and the Northwestern Regional Office (NWRO), operates CSP a little differently. There may be variances also among field offices. **Differences in the CSP’s meet the needs of the population served and reflect the availability of community resources.**

The exact requirements for each CSP are complex and lengthy. See document title “Description of Corrective Sanctions Programs” in “DJC CMM” in “Groups Folder.”

CSP REWARDS PROGRAM

PURPOSE OF REWARDS AND GROUP RECREATIONAL ACTIVITIES

DJC utilizes rewards (incentives) to periodically recognize an achievement by an individual youth or group of youth. Additionally, CSP youth occasionally participate in group recreational activities in the community. The rewards and group activities encourage pro-social behavior. Research reveals that successful intensive supervision programs include rewards to reinforce positive behavior as well as a system of consistent, graduated sanctions in response to violations.

OVERALL POLICY

- All CSP youth have an equal opportunity to participate in the rewards program and group recreational activities.
- CSP staff must follow procedures below regarding obtaining supervisory and regional chief approval, purchasing rewards, and maintaining accurate records.
- Staff may not personally benefit from any rewards or group recreational activities.
- Staff cannot purchase items with personal cash for youth or give cash to youth as a reward.

INDIVIDUAL OR GROUP RECOGNITION REWARDS

Reasons for Rewards

All achievements by a youth or group of youth do not necessitate a reward. However, a CSP staff member may believe that an individual or group of youth should be recognized for a particular achievement.

An agent should reference the “graduated rewards guidelines” in order to determine the appropriate reward for the accomplishment. These guidelines are not limited to the listed accomplishments and rewards and are subject to supervisor’s approval based upon the local unit practice [see below].

*These guidelines are not limited to the listed accomplishments and reward. These guidelines are subject to supervisors approval based upon the local unit practice (an override may be possible after discussion with your direct supervisor).			
Wisconsin Division of Juvenile Corrections; Graduated Rewards Guidelines			
Level 1 (4 - 6 weeks)	Level 2 (minimum 4 weeks)	Level 3 (minimum 30 days)	Level 4 (minimum 30 days)
Accomplishments			
<ul style="list-style-type: none"> Followed daily schedule 	<ul style="list-style-type: none"> Repetition of Level 1 accomplishments 	<ul style="list-style-type: none"> Repetition of Level 1 or 2 accomplishments 	<ul style="list-style-type: none"> Repetition of Level 1, 2 or 3 accomplishments
<ul style="list-style-type: none"> Attended and participated in school on a daily basis 	<ul style="list-style-type: none"> Completed at least 25 hours of community service 	<ul style="list-style-type: none"> Completed an additional 25 hours of community service 	<ul style="list-style-type: none"> Completion of required community service hours
<ul style="list-style-type: none"> Was available for daily face-to-face contact with CSP staff 	<ul style="list-style-type: none"> Continues to submit negative urine samples to CSP staff 	<ul style="list-style-type: none"> Has no reports of destructive behavior 	<ul style="list-style-type: none"> Maintained employment for 16 weeks after release from JCI
<ul style="list-style-type: none"> Attended and participated in required treatment programming 	<ul style="list-style-type: none"> Maintained employment for 8 weeks after release from JCI 	<ul style="list-style-type: none"> Maintained involvement in positive leisure activities 	<ul style="list-style-type: none"> Saved a minimum of \$500.00 in a bank account
<ul style="list-style-type: none"> Followed treatment guidelines set by treatment providers 	<ul style="list-style-type: none"> Seeks out positive leisure activities 	<ul style="list-style-type: none"> Obtained a High School Diploma, HSED or GED 	<ul style="list-style-type: none"> Completed JCIP phase 3 with the assigned agent
<ul style="list-style-type: none"> Had no association with people not on approved friends list 	<ul style="list-style-type: none"> Maintained Community Placement 	<ul style="list-style-type: none"> Maintained passing grades in school 	
<ul style="list-style-type: none"> Completed at least 10 hours of community service 	<ul style="list-style-type: none"> Has no new felony or misdemeanor charges 	<ul style="list-style-type: none"> Obtained drivers license with DJC permission and insurance 	
<ul style="list-style-type: none"> Paid municipal fines in order to be eligible for a drivers license 	<ul style="list-style-type: none"> Has not been tardy in school 	<ul style="list-style-type: none"> Participated in programming that involves the youth/family 	
<ul style="list-style-type: none"> Made required restitution payments 	<ul style="list-style-type: none"> Has made significant improvement in school grades 	<ul style="list-style-type: none"> Maintained employment for 12 weeks after release from JCI 	
<ul style="list-style-type: none"> Submitted negative urine samples to CSP staff when required 	<ul style="list-style-type: none"> Has no reports of gang activity 	<ul style="list-style-type: none"> Saved a minimum of \$200.00 in a bank account 	
<ul style="list-style-type: none"> Participating in goals & objectives in case plan (i.e. job search/employment) 	<ul style="list-style-type: none"> No reports of threatening or assaultive behaviors 		
<ul style="list-style-type: none"> Was available for weekly home visit with parent/guardian and CSP staff 	<ul style="list-style-type: none"> Had no contact with victim or has not violated the no contact rules 		
<ul style="list-style-type: none"> Received no Municipal tickets 	<ul style="list-style-type: none"> Opened a bank account 		
<ul style="list-style-type: none"> Reported all police contact 			

▪ Obtained employment within 4 weeks of release from JCI			
▪ Notified CSP staff of any employment changes			
▪ Completed JCIP Families Count within 30 days of release from the JCI			
Rewards			
▪ Purchase of snack packs	▪ Category 1 reward and/or	▪ Category 1 & 2 reward and/or	▪ Category 1, 2 & 3 reward and/or
▪ Level Change	▪ Extra hours out	▪ Later Curfew	▪ Decreased contacts
▪ \$10.00 phone cards	▪ Off Electronic Monitoring Program	▪ Reduced required Community Service Hours	▪ Release to aftercare
▪ Fast food certificates	▪ Movie Passes	▪ Change of placement to a less restrictive environment	▪ Administrative discharge
▪ Educational events (free)	▪ Passes to a YMCA, YWCA, Boys and Girls Club	▪ Certificate of Program Completion	
▪ Recreational events (free) i.e. high ropes, basketball)	▪ Roller-skating passes	▪ Letter to judge reporting progress - approved by DJC staff	
	▪ Theater tickets	▪ \$10.00 Gas Cards	
	▪ Bowling passes	▪ Tickets to sporting/entertainment events	
	▪ Tickets to educational speaking events	▪ Books, Video's, DVD, CD's approved by DJC staff	
	▪ Family lunch/dinner outing with DJC staff	▪ Materials for hobbies approved by DJC staff	

Approval Steps

- When a CSP staff member proposes that a youth or a group of youth receive a reward, he or she follows the steps below:
 - ✓ Discuss the merit of the reward with corrective sanctions team.
 - ✓ Use the graduated rewards guidelines to determine what , if any, will be awarded [see graduated reward guidelines above].
 - ✓ Present the recommendation to the Field Supervisor and Regional Chief.
- If reward is approved, the Field Supervisor does the following:
 - ✓ Ensure that adequate supervision will be provided for youth attending the event.
 - ✓ Purchase tickets/certificates/passes.
 - ✓ Complete the required inventory record.

GROUP RECREATIONAL ACTIVITIES

As a part of routine program operations, youth may periodically participate in community recreational events to expose them to new experiences and to promote pro-social behavior.

Approval Steps

- A CSP staff member wishing to take a group of youth to a recreational event must obtain approval from his or her supervisor and Regional Chief.
- If the event is approved, the supervisor does the following:
 - ✓ Ensure the adequate supervision will be provided for youth attending the event.
 - ✓ Purchase tickets/certificates/passes.
 - ✓ Complete the required inventory record.

PURCHASE/DONATION/SOLICITATION OF REWARDS

- A supervisor must make all purchases in the form of a certificate, ticket or pass to an event **not to exceed \$10.00 per item.**
- Most items should be purchased close to the time of the planned event.
- The **inventory** of reward items stored at a field office **may not exceed \$50.00.**
- **Donated tickets** to events **may be accepted** and used with prior approval by the CSP supervisor.
- **Line staff may not solicit** tickets to events.

INVENTORY LOG AND REPORTING TO CENTRAL OFFICE

- Each field office must maintain an accurate Inventory Log of reward items including the following information:
 - ✓ Youth's name
 - ✓ Date reward/activity occurred
 - ✓ Youth's DOC-number
 - ✓ Initials of staff involved in the activity
 - ✓ Reason for the reward; youth's achievement
 - ✓ An accounting of unused reward items
- Each field office must keep the Inventory Log with any supply of reward items in a locked storage area.
- Separate pages of the log should be used to track recreational events versus presentation of group or individual rewards.
- Supervisors must initial all entries made on the Inventory Log.
- At the end of each quarter, the Regional Chief will submit a report to the Division Administrator on group recreational activities within the region, presentation of individual and group rewards, and the total expenditures.

COLLABORATION WITH COUNTIES ON STATE-SUPERVISED YOUTH

Counties who provide their own aftercare may also elect to enroll their youth in the DJC Corrective Sanctions Program (CSP) and have them assigned to a state agent. In these

instances, communication between agents and county staff is key to ensure continuity of services, prevent disagreements and to create a service plan for the youth that will enable them to be successful in the community. County liaisons must be notified and/or consulted regarding decisions such as sanctions and permanent returns to a JCI due to the case management and fiscal implications for the county. [see Ch. 15]

SEX OFFENDERS

SPECIAL CONCERNS

Public safety is the primary objective of community supervision of sex offenders. Each youth's potential to re-offend must be considered continuously by staff throughout the youth's community supervision. Even though juvenile sex offenders remain anonymous to a large extent compared to adult offenders, all field staff need to be sensitive to public reaction to sex offenders. The high profile nature of sex offenders is undisputed. Each community's willingness to tolerate and accept sex offenders into their community varies significantly. **Staff must be sensitive and flexible in their efforts to reintegrate the youth.**

Forming **close working relationships with law enforcement, community advocacy groups, service providers, schools, employers, landlords, and victims** as others can play a major role in the successful reintegration of youth while assuring public safety. The network of community contacts can assist DJC in its monitoring of the youth's behavior in the community by supporting and encouraging the youth to cooperate with his or her ICCP and other requirements of supervision. Additionally, members of the network can immediately report to the agent any signs of relapse by the youth.

Throughout the remainder of this chapter, special supervisory requirements relating to sex offenders will be explained.

SUPERVISION OF SEX OFFENDERS

For purposes of this chapter, a sex offender is any youth that DJC has determined to have **sex offender treatment needs** whether or not the youth is required to register with SORP or has been adjudicated/convicted for a sex offense. Generally, sex offenders are in type 2 status in the community. [see Chapter 22] In most respects, the responsibilities of agents for SJOCSF youth apply equally to sex offenders. However, DJC must take **extra precautions to protect public safety when supervising sex offenders.**

Specific case supervision steps are outlined further in this Chapter. Broad elements of effective supervision of sex offenders include the following:

- Individualized COMPAS Case Plans are developed and continuously updated.
- Risk factors of youth are continually assessed and the J-SOAP II formal risk assessment tool is re-scored when new information becomes available.
- Contact standards for the youth and parents are followed and documented.
- The status of the youth is formally staffed with the unit supervisor to jointly problem-solve and share decision-making.
- Electronic Monitoring and GPS may be useful community supervision tools, whether or not the youth is enrolled in the Corrective Sanctions Program.
- Immediate response to violations of supervision rules/conditions.

- Youth must be involved in treatment programming in the community.
- A network of community contacts such as police, therapists, school staff and others should be formed to assist in monitoring the youth's behavior in the community.

TRANSITION PHASE PROTOCOL FOR SEX OFFENDERS

All sex offenders will participate in a structured Transition Phase (TP) as a part of their placement with DOC. This segment of a youth's stay will begin 90 days prior to transfer/release of the youth to the community. The purpose of the TP is to prepare the youth for a successful transition to the community by ensuring program continuity, and the completion of a set of preparatory steps by staff as outlined below. Youth who leave a JCI and enter either a Group Home or Residential Care Center (RCC) will also experience a TP prior to returning home or to another placement if necessary. The RCC TP will mirror the process that took place prior to the youth's departure from the Juvenile Institution.

DETERMINATION THAT A YOUTH SHOULD ENTER THE TRANSITION PHASE

The Joint Planning and Review Conference will determine that a youth is officially entering the Transition Phase. This determination will be based on:

- Review of treatment progress summaries;
- The youth's direct commitment to CSP or a short-term program [see Ch. 7]
- The youth's referral or enrollment into a short-term program; or
- The youth being referred to the Chapter 980 Committee or one who has been reviewed and passed by the Committee [see Ch. 22].

The decision that a youth is in the Transition Phase will be communicated in one of two ways: Department Order issued by OJOR, or an Action Needed Request (ANR) initiated by either the Institution Social Worker or the Field Agent followed by a Department Order.

TRANSITION STEPS 90 DAYS PRIOR TO RELEASE/TRANSFER OF YOUTH TO COMMUNITY

- The Reintegration Social Worker (RSW) identifies who will be the supervising field agent and community care provider. If the youth is from a county that provides its own aftercare, the RSW will determine who will provide aftercare and will notify them.
- If necessary, referrals to alternate care placements are made by the field agent. If an exception to DOC's sex offender placement policy is sought [see Ch. 10], OJOR is requested to seek approval for an exception to placement policy.
- The agent and the community care provider (either a representative from a RCC or a private community provider) should then be notified and attend the JPRC at the 90-day mark prior to release/transfer. Agent shall review all file material regarding the youth in preparation for the JPRC.
- The Transition Team is made up of the following parties: RSW, institution treatment provider, field agent, community care providers, the youth, parents or other family members, and others as appropriate (e.g. mentors, school officials, law enforcement rep., religious figure, victim advocate). The Transition Team will be led by the agent (either the liaison agent or agent originally assigned to the youth).

- The Transition Team shall discuss victim issues when so indicated by the youth's situation (example: youth should have no contact with children as has victimized children in the past).
- The Team will formulate a Transition Case Plan (TCP), which will be written by the agent. This TCP will be based on the agent's consultation with the youth's unit supervisor, wherein they will review details concerning the level of supervision, the youth's daily schedule, relapse prevention plan, and the procedures for responding to youth and/or parental requests for special privileges.
- If youth is going to an out-of-home-placement, agent follows up on placement referral(s) to ensure timely response, confirm projected placement date, and set-up a pre-placement interview for the youth.
- If youth is going home, agent completes updated Family & Home Assessment to determine the viability of enrolling the youth in the Corrective Sanctions Program.
- Agent sets dates for monthly face-to-face JCI contacts with youth over next 60 days.
- Agent meets with the parent (or other adult caretakers) and reviews what is needed from them to enable the youth to return home. If victims are in the home, determine what will be necessary to make the home safe.

TRANSITION STEPS 60 DAYS PRIOR TO A YOUTH'S DEPARTURE FROM A JUVENILE INSTITUTION

- Agent makes face-to-face contact with youth at JCI to further develop and review transition plan with youth.
- If youth is going to a relative home, foster home, independent living, or Group Home, locate community service providers and have them arrange contacts with the youth at the JCI. These could include AODA counselors, sex offender treatment therapists, employment/job counselors, mentors, and others as the case plan dictates.
- If the youth is going to a RCC, the social worker and agent arrange and participate in a pre-placement visit between RCC facility staff and the youth. This is done after acceptance of the youth by the RCC.
- Agent will "staff" the youth's case with the unit supervisor and review all details concerning the proposed community supervision plan.
- If needed, OJOR will seek approval concerning any exception to the sex offender placement policy, as noted above.

TRANSITION STEPS 30 DAYS PRIOR TO YOUTH'S DEPARTURE FROM A JUVENILE INSTITUTION

- Agent meets with youth face to face at JCI to review final case plan with the youth and to review placement details.

- Agent attends the youth's verbal transition presentation, including his/her healthy living plan and progress in treatment (part of the Sex Offender Treatment Program in JCI).
- JCI education staff will coordinate the youth's school transition by completing the following tasks: update the youth's academic records and LifeWork Education Portfolio, make phone call to the receiving school district to arrange for transfer of academic records, and, if youth is going to RCC, call the education staff at a RCC to brief them on the youth's academic progress and needs.
- If relevant, agent will address issues of victim attending same school as offending youth.
- Agent will identify a network of people (service providers, relatives, police, school staff, and others) who will agree to communicate regularly with the agent regarding the status of the youth. These individuals may be different from case to case. Their role is twofold: 1) Support and encourage the youth to cooperate with his/her case plan and to meet the supervision requirements 2) Monitor the youth and report any signs of relapse to the agent so that a backslide can be interrupted.
- Agent has youth sign Supervision Rules for Juvenile Sex Offenders.
- If required to register by the court, Sex Offender Registration Form is updated by Social Worker prior to youth's release [see Ch. 22].
- Social worker re-scores all relevant scales of the J-SOAP II Risk Assessment tool in COMPAS and distributes to agent and all other persons listed on the tool.
- Discuss community service expectations of youth.
- Agent meets with parent or other relatives where the youth will reside to review Case Plan and the Corrective Sanctions Program requirements including phone restrictions.
- Agent will complete paperwork such as Medicaid eligibility request form and victim notification steps, and arrange with health services unit any medication needs or instructions for the youth.
- JCI staff will update youth's LifeWork Education Portfolio [see Ch. 7].
- Agent will staff the youth's case with the field supervisor and review the final case plan including details concerning level of supervision and frequency of contacts, the youth's daily schedule, relapse prevention plan, and the procedures for responding to youth and/or parental requests for special privileges.
- Agent will contact the RCC and arrange to attend an initial case staffing within 30 days of the youth's arrival at the placement.
- If the youth is returning to the community (not a RCC), finalize school enrollment plans.
- If youth counselor is not available, set up community coaches to serve youth. If possible, document youth and/or parent permission to share information with the coach via a signed DOC-1163 form.

CASE REVIEW PROCEDURES REQUIRED WITHIN 30 DAYS FOLLOWING A YOUTH'S DEPARTURE FROM A JUVENILE INSTITUTION

- If the youth was placed at a RCC, the agent will attend the initial case staffing at the facility. Any outstanding details concerning the youth's treatment program and goals will be reviewed. Also, the behavioral expectations of the youth, what consequences or sanctions will be used if the youth fails to cooperate with treatment, and procedures the RCC will follow if the youth escapes all needs to be discussed. No overnight or weekend passes will be permitted during the first 30 days of a youth's stay in a group home or RCC. Exceptions may be made with supervisory approval.
- If the youth was placed at home or with other adult caretakers, the daily contact schedule of the Corrective Sanctions Program will be followed.
- Conduct a Transition Team meeting within 30 days following release to evaluate progress of youth in implementing ICP, and adjust community services.
- The agent will meet face to face once per week with the parents and school staff (per current minimum contact standards) to review the youth's initial progress in Corrective Sanctions and to address any case plan concerns.
- Conduct the Face to Face Registration with Law Enforcement (DOC-3).
- Staff the case each week with the Corrective Sanctions Youth Counselors or Community Coaches and field supervisor. If youth is not enrolled in the Corrective Sanctions Program, staff the case a minimum of once per month with the unit supervisor on an ongoing basis.

CASE REVIEW PROCEDURES REQUIRED BETWEEN 30 TO 60 DAYS AFTER A YOUTH'S DEPARTURE FROM A JUVENILE INSTITUTION

- If the youth is living in the community (any living arrangement other than a RCC) agent continues to make all required face to face contacts each week with the youth, parents, and others as required by the Corrective Sanctions Program.
- Staff the case each week with the Corrective Sanctions Youth Counselors and supervisor. Review the youth's recreational schedule and get approval from supervisor.
- If the youth is placed at a RCC, maintain required contacts with the youth, family and treatment staff. Review youth's progress in meeting case plan goals and objectives.
- Review approval steps with the RCC regarding home passes. Agent and supervisor must consult prior to approving a home pass for a youth. Unit where youth is to be supervised on pass should be notified.
- All youth on home passes will be placed on electronic monitoring if the youth is returning home on CSP. If the plan for the youth does not involve CSP or EMP, the agent and supervisor will staff the case based on the risk and needs of the youth to determine if EMP will be necessary for weekend home visits. This requirement will be reviewed with parents (or other approved adult caretaker) before a home pass is granted.

CASE REVIEW PROCEDURES REQUIRED BETWEEN 60 TO 90 DAYS AFTER A YOUTH'S DEPARTURE FROM A JUVENILE INSTITUTION

- The agent will continue to meet all contact standards with the youth and others in accordance with the living arrangement and program of the youth (either RCC or Corrective Sanctions).
- If the youth placed at a RCC, the agent will staff the case with the unit supervisor.
- Permission for home passes and other recreational activities will be discussed and agreed upon with the supervisor.
- For youth on Corrective Sanctions, recreational and work schedules will be discussed at the weekly staffing and agreed upon by the supervisor.
- Prepare the COMPAS Case Plan update and distribute in accordance with Chapter 6.
- Re-score the scales of the J-SOAP II according to instructions listed below.
- The agent will seek exceptions to the placement policy of sex offenders if needed by following the CMM procedure outlined in Chapter 22.
- Agents will get approval from the supervisor for travel permit requests by youth.

Agent Scoring Steps for J-SOAP II in COMPAS

- Re-score Scales 1 and 2 (the historic or static scales) at the time information becomes available which will change a youth's scores on any of the items in these two scales.
- Examples of new information that would change a youth's scores and risk profile would include items such as the discovery of new victims, changes in sexual preoccupation, and any new sexual offenses.
- If no changes have occurred that would alter the scores of the static scales, only Scales 3 and 4 will be scored by agents on routine basis.
- Scales 3 and 4 of the J-SOAP II shall be completed no later than every 90 days after a youth's entrance into the community.
- Scale 3 should be completed by the community treatment provider. The agent will transmit the scale to the treatment provider and follow-up to ensure that it is completed and returned to the agent.
- The agent will complete Scale 3 based on treatment progress summary updates if the community treatment provider does not complete it as requested.
- Scale 4, the Community Stability/Adjustment Scale will be completed by the agent at the same time the COMPAS case plan update is due, but no later than every 90 days while the youth is on supervision in the community.
- Scale 4 may be completed more frequently if the youth presents evidence of increased risk and unstable behavior in the community.
- If the youth is returned to the institution via a Type 2 Termination or Revocation, the agent will include a copy of the most recently completed J-SOAP II in the packet of materials required for the procedure.
- The J-SOAP II scoring form will be maintained in the youth's file.
- Each time the J-SOAP II is scored, the assessment will be saved in COMPAS.

CASE STAFFING FOR SEX OFFENDERS

In addition to following the ch. 6 requirements, agents and supervisors shall conduct a **formal staffing for sex offenders a minimum of once per month** to jointly make decisions and solve problems. The formal staffings assist the agent to handle difficult cases and to more effectively manage the risks to the community presented by sex offenders. **Topics to be reviewed** at the staffing include:

- ICCP, relapse prevention plan and current progress of youth in meeting goals/objectives [see ch. 6]
- Youth's cooperation with ongoing **required treatment** in the community and results of agent contact with providers using agent chronological logs and other documentation.
- Review J-SOAP II scores for Scales 3 and 4, and any need to re-score Scales 1 and 2 based on new information that has become available.
- Youth Report forms [see ch. 6]
- School and employment status
- Living arrangement/home adjustment including discussion of others who reside with youth.
- Current level in CSP for CSP youth
- Compliance with sex offender registration requirements [see ch. 22]
- Violations within past month not already discussed
- Efforts being made to locate an AWOL youth
- Agent chronological logs to monitor agent compliance with contact standards
- Proposed and completed youth activities [requested by form DOC 2129A; see below].
- Need for extension [see ch. 11] and/or appropriateness for administrative discharge [see ch. 18]

TREATMENT PROGRAMMING FOR JUVENILE SEX OFFENDERS

- Comprehensive case plans for sex offenders will be written prior to the youth's departure from a JCI.
- All sex offenders will be involved in follow-up treatment in the community until a treatment specialist indicates that it is no longer necessary.

ADDITIONAL SUPERVISION PROCEDURES FOR JUVENILE SEX OFFENDERS

- All contact standards will be monitored for compliance by the supervisor. Contact standards may not be waived for workload reasons.
- All home passes from alternate placements need supervisor approval. If granted, the youth will be placed on EM for the duration of the visit.
- All sex offenders on interstate compact supervision will have a minimum of one face-to-face contact per week with the assigned agent.
- The agent will follow-up with the treatment provider and staff cases monthly.
- Staff will promptly and thoroughly investigate all unusual events or activities.

- When youth are returned to the JCI for sanctions, they will be given written work assignments related to the relapse prevention plan.
- Youth will also address the relapse prevention plan with the social worker and/or other former treatment staff. Depending upon the length of the sanction, the youth may also be returned to SSOP to address ongoing treatment needs.

SEX OFFENDERS: ACTIVITY REQUEST

Submission of Sex Offender Activity Request

In order to attend a special activity, a youth must complete and submit to the agent the DOC-2129A, Sex Offender Activity Request at least 7 calendar days prior to the date of the requested activity unless the time requirement is waived by the supervisor. Special activities include, but are not limited to:

- Change of residence
- Change of employment
- Change of school enrollment
- Travel out of state
- Attendance at events such as school events, community fairs, cultural activities, weddings, graduations, family reunions, etc. at which persons similar to the youth's victim may be present.
- Activities extending beyond approved daily schedule
- Dating and sexual relationships
- Contact with persons under a specified age pursuant to rules in DOC-1741.
- Changes in approved contacts list.

Consultation with Supervisor and Approval by Supervisor

Due to the high risk to public safety presented by sex offenders, an agent shall consult with and obtain approval from his or her supervisor prior to approving the Sex Offender Activity Request submitted by the youth. Both the agent and his or her supervisor shall approve the request and sign the form.

SEX OFFENDERS: REGISTRATION/DNA

See Chapter 22

The agent must follow **sex offender registration procedures** for youth adjudicated for certain offenses and required to register with the Sex Offender Registry Program.

If a youth commits a new offense or previously committed an offense requiring DNA specimen, but DNA was not taken while the youth was at the JCI, the agent must ensure that the youth provides a specimen.

MINIMUM CONTACT STANDARDS

CSP/ SJO YOUTH AND SEX OFFENDERS

Agents follow the **minimum** contact standards listed below. Under special circumstances, a supervisor may waive a particular contact requirement. For sex offenders, minimal contacts cannot be waived due to workload.

If an agent wishes to modify contact standards for the foreseeable future, he or she completes and submits to his or her supervisor the Contact Standards Amendment form (DOC-2128). Upon supervisory approval, the agent documents the modification in the chronological log for the youth.

A **face to face** contact means that the agent **sees and speaks** with the individual. Merely seeing the person, and not engaging or attempting to engage in a dialogue does not constitute a face to face contact. Supervisors shall monitor compliance by agents with the contact standards. Agents and youth counselors shall document all successful contacts and attempts to make contacts in their chronological logs. An attempted contact is an effort made by an agent that resulted in no face to face dialogue. If a youth fails to be present for a scheduled contact with an agent, the agent shall follow appropriate disciplinary procedures. [see Chapter 15]

Supervisors shall monitor compliance by agents with the contact standards. For sex offenders, contacts cannot be waived due to workload. Agents shall document attempts to meet contact standards in the chronological logs.

Youth counselors and community coaches (NWRO only) assist agents in the supervision of CSP youth. Coaches are independent contractors who contact a youth based upon a request from DJC. Following a contact, the coach completes a daily contact sheet that the agent reviews. The agent or OOA enters pertinent information into the JJIS chronological log.

YCSP Youth		
Person(s) to Contact	Nature of Contact	Frequency of Contact
Youth	Face-to-face	One time per week
Parent/Guardian	Face-to-face	One time every other week
School Staff	Face-to-face	One time per month
Employer and/or Community Services site	Face-to-face	One time per month

YCSP YOUTH (MINIMUM YOUTH COUNSELOR CONTACTS)		
Person(s) to Contact	Nature of Contact	Frequency of Contact
Youth	Face-to-face	Level 1: daily Level 2: 4 times per week Level 3: 2 times per week Level 4: 0 time per week

Parent/Guardian	Face-to-face	One time every other week
School Staff	Face-to-face	One time per week
Employer and/or Community Services site	Face-to-face	Two times per month

YOUTH RESIDING IN A TYPE 2 RCC		
Person(s) to Contact	Nature of Contact	Frequency of Contact
Youth	Face-to-face	One time per month
Parent/Guardian	Face-to-face or telephone	One time every 2 months
RCC Staff	Face-to-face or telephone	One time per month

<u>SJO YOUTH AND SEX OFFENDERS RESIDING</u> <u>IN PARENT/GUARDIAN HOME, FOSTER HOME OR INDEPENDENT LIVING</u> (NOT IN CSP)		
Person(s) to Contact	Nature of Contact	Frequency of Contact
Youth	Face-to-face	One time per week
Parent/Guardian	Face-to-face/telephone	One time per week (no contact with parent if youth is living independently)
School Staff	Face-to-face	One time per month
Employer and/or Community Services site	Face-to-face/telephone	One time per month

<u>SJO YOUTH AND SEX OFFENDERS</u> <u>LIVING IN GROUP HOME OR RESIDENTIAL CARE CENTER</u> (NOT IN CSP)		
Person(s) to Contact	Nature of Contact	Frequency of Contact
Youth	Face-to-face	Two times per month
Parent/Guardian	Face-to-face or telephone	One time per week
School Staff	Face-to-face or telephone	Two times per month
Employer and/or Community Services site	Face-to-face	Two times per month

ICCP'S, PROGRESS AND PROGRAM ACTIVITY DOCUMENTATION

SEE CHAPTER 6

Agents **comply with the CMM procedures with respect to writing ICCP's and Case Plan Updates or Progress Summaries, and completing program activity documentation.**

Youth, agents and youth counselors also have program activity documentation responsibilities.

COMMUNITY PROGRAMS/SERVICES

Overview

Unlike the JCI's which offer many established programs delivered by DJC staff, agents must connect the youth and her/his family with educational, vocational and treatment programs/services provided by community agencies.

Youth in the community have a variety of treatment needs that must be met for the youth to successfully reintegrate. All sex offenders shall be involved in sex offender treatment until a treatment specialist determines the youth no longer needs the treatment.

Agents have a responsibility to continually assess the strengths and needs of a youth and family in order to connect the youth and his/her family with appropriate community resources. Successfully reintegrating a youth into the community is a process that begins before the youth leaves the JCI. It is a complex process requiring ongoing monitoring and modification.

JCIP

Phase 3 of JCIP is called Challenges. It is the self-paced application of the JCIP that is designed to be implemented under the guidance of the agent and county aftercare staff with youth in the community. The curriculum consists of 15 lessons contained in a student workbook. The goals of Phase 3 are to:

- Review Phases 1 and 2, Choices and Changes
- Challenge a youth's thinking patterns and continue to build a youth's skills to be successful in the community
- Teach youth to develop realistic prevention and relapse strategies

Youth may also participate in Phase 3 on a group basis if groups are available. In some DJC community supervision offices or in RCCs, purchase of service contracts with facilitators may be an option to provide youth with JCIP Phase 3.

Community Supervision Steps

- The agent shall assign Phase 3 JCIP to all youth who reside in the community (except those living at RCCs) and who have completed Phase 1 and 2 while at the JCI.
- All youth who have committed sex offenses must be assigned to work on JCIP Phase 3 unless they are residing in a RCC.
- Youth who have not completed Phases 1 and 2 while at the JCI may be assigned to Phase 3 at the discretion of the supervising agent after consultation with the supervisor.

COMMUNITY SUPERVISION RULES AND CONDITIONS

The agent prepares and the youth signs the DOC-1741 or DOC-1741S during the transition planning period before he or she leaves the JCI. [see ch. 10] Agents supervising sex offenders shall incorporate into the DOC-1741 the special rules in JJIS for sex offenders.

An agent may **modify in JJIS a youth's rules and conditions of supervision** (DOC-1741) at anytime during the youth's community supervision. He or she completes a new DOC-1741 and requests that the youth sign it. The youth may exercise the appeal rights described on the form.

NOTIFICATION OF COMPLAINT PROCEDURES

SEE CHAPTER 23

The agent must inform the youth of the right to file complaints based upon ch. DOC 396, WI Adm. Code, and provide the youth with a Complaint form.

PERMANENCY PLAN

SEE CHAPTER 10

Agents must complete an **initial Permanency Plan** (DOC-1797) for a youth under the age of 18 years old who resides in an out of home placement. Also, the Plan is required for a youth who is 18 years old and enrolled in an educational program that he or she will complete during his or her 18th year. Also, agents are responsible for the **6 month reviews of the Plan**.

NOTICE OF CHANGE IN AGENTS

SEE CHAPTER 8

The agent transferring a case to another agent follows required case transfer procedures.

SAMPLE LETTERS

When a youth's case is transferred to a new agent, the receiving agent sends a **letter of notification to the parent/guardian and the youth**. The sample letters at the end of this chapter contain the information that must be included in the agent's letters

FINANCIAL OBLIGATIONS

SEE CHAPTER 21

The agent must continue to require the youth to make payments towards his or her debts according to the DJC debt collection procedures.

HANDLING VIOLATIONS

SEE CHAPTER 15

Agents have authority to **counsel, recommend sanction** of a type 2 youth in a JCI for a specified number of days and/or **terminate the youth's type 2 status** resulting in the youth returning to the JCI for an indefinite period of time. Research indicates that prompt and clear responses to violations meets best practice standards, especially for sex offenders and other

violent offenders. The procedures are governed by ch. DOC 396, WI. Adm. Rules. As indicated in ch. 15, agents shall place specific requirements upon sex offenders sanctioned at a JCI.

EXTENSION OF COMMITMENT

SEE CHAPTER 9

Agents need to keep track of the youth's expiration date in order to make a timely decision as to whether DJC should petition the court for an extension of the youth's commitment.

VICTIM/WITNESS NOTIFICATION

SEE CHAPTER 11

When a youth has a victim/witness notification request on file with DJC, the agent must follow proper procedures upon a youth's escape, or movement out of a RCC under certain circumstances.

COMMUNITY NOTIFICATION

SEE CHAPTER 12

When a youth in community nears the end of his or her commitment, the agent must follow required procedures with respect to providing notification to certain community agencies.

EXPIRATION OF COMMITMENT AND ADMINISTRATIVE DISCHARGE

SEE CHAPTER 18

A youth's community supervision may terminate upon the expiration date of the court order or upon the DJC decision to administratively discharge the youth.

FIREARM RESTRICTION

State law [s.938.341] requires a youth adjudicated delinquent for an offense that would be a felony if committed by an adult be prohibited from possessing a firearm under s.941.29. The court that adjudicated an affected youth delinquent is required to send the youth's name to the state firearm registry maintained by the Department of Justice [s.938.396(2g)(n)]. In order for a person to be removed from the firearm registry, he or she must petition the committing court to make a finding that the person is not likely to act in a manner dangerous to public safety.

Most youth committed to DJC are affected by the firearm restriction. Agents should be aware that the restriction applies to ownership, use, carrying or even touching a firearm. Affected youth cannot be permitted to hunt with a gun or to participate in the portion of hunter safety class that involves handling a gun. The firearm restriction does not apply to non-firearm weapons including a bow and arrow. It also does not limit youth from participating in sports that use a non-explosive projectile device, such as paintball.

SELECTIVE SERVICE

Male youth who become 18 years of age must register with Selective Service. As a youth nears that age, agents should inform him of that obligation and assist him with the process, if needed.

PURCHASE OF SERVICES (POS)

OVERVIEW

Funds are available for Type 2 youth for purchasing services needed to implement the youth's ICP. **Funds can be used for purchasing services for the youth and his or her family** including family therapy, AODA treatment, support groups, educational services and some recreational activities and equipment.

FINANCIAL GUIDELINES

- \$ For purchases under \$5,000, staff use their best judgment to select a provider and make the purchase using a p-card. Bids are not needed.
- \$ For purchases over \$5,000, a staff member completes the DOC-775 and obtains three different bids. Bids may consist of telephone, other verbal, or written quotes.
- \$ For any purchase \$25,000 or more, staff needs to contact the DJC Central Office purchasing agent.

PROCEDURES FOR OBTAINING APPROVAL OF PURCHASE ORDER

Agent Responsibilities

- **Complete the Request for Purchase (DOC-775)**

- ☐ For individual services, list the name of the youth/family member who will receive the service.
- ☐ For group services, list the vendor providing the service and number of youth participating in the group.
- For blanket POS requests, the agent obtains supervisor approval.
- For purchases requiring only a purchase request, agent makes a special effort to place purchase of services with small and minority businesses.
- For purchases requiring three bids, document the bids on the back of the DOC-775. Obtain in writing the low bid price by the vendor.
- Submit the completed original DOC-775 to supervisor for approval and monitoring of expenditures.



Supervisor and Office Operations Associate (OOA) Responsibilities

Supervisor approves and signs original DOC-775 and gives it to OOA.

OOA makes two copies of DOC-775; one which is placed in an office POS file and the other youth's file

OOA forwards the original to the Office of Management and Budget in Central Office (OMB).

OMB Responsibilities: Make the final approval decision regarding the POS request.

BILLING AND PAYMENT PROCEDURES

- ☐ **Vendors submit bills** to the agent for payment of services.

- ☐ **Agent** carefully **reviews, initials, corrects as needed, and submits** copies of bills to the program assistant.
- ☐ Program assistant **(OOA) makes and retains copies and forwards original bills** to OMB.

OMB pays the bills.



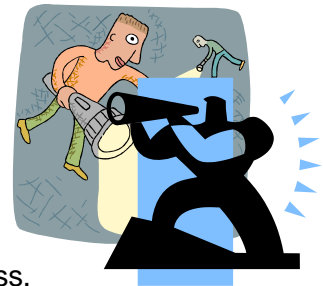
SEARCHES

INTRODUCTION

Chapter DOC 396, WI. Administrative Code, governs the procedures that may be used to conduct searches of type 2 youth.

SEARCH OF THE YOUTH'S LIVING ENVIRONMENT

- Staff may **search, with or without evidence of the presence of contraband**, a youth's living quarters at any time with a **supervisor's approval**.
- The search may include the youth's private bedroom and common living areas inside and outside to which a youth has access.
- Staff should request assistance of law enforcement whenever practical.
- If a parent or other adult refuses to allow the youth's agent to search a youth's living quarters or property, the youth's placement may be changed.
- Staff may conduct a search without prior approval when there is a suspicion that the youth will destroy contraband or use a weapon.



HOW TO CONDUCT A SEARCH OF A YOUTH'S LIVING ENVIRONMENT

- Staff should conduct a **thorough search while using care** to disturb the youth's possessions as little as possible.
- Staff **may not read legal materials** belonging to the youth.

WRITTEN REPORT

Staff members who conduct a search must submit a **written report of the search** including the following:

- Name of the staff member(s) who conducted the search and supervisor who approved it.
- Name of youth, date, time, and location of the search.
- Reason for conducting the search or whether it was random.
- Central Office Notification of Unusual Incident (DOC-1837) and distribute as indicated on the form.
- Any objects seized or property damaged.

PERSONAL SEARCH

A “personal search” or “pat down” means that **staff use their hands to feel the outside of a youth’s clothes, to search pockets, shoes, coat and hat, and to look inside the youth’s mouth.** It may be conducted under the following conditions:

- If a staff member has a reasonable belief that the youth has something prohibited by the youth’s rules of supervision.
- After the youth has been taken into custody and before transport
- Upon release from a secure detention center, a type 1 secured correctional facility or other secured confinement.
- Routinely when a youth enters a report center, a staff office, or other placement or sanction facility.
- At random with supervisor approval or upon direction of a supervisor.

STRIP SEARCH

A “strip search” means that **staff asks a youth to take off his or her clothes** so they can look at the youth’s body to see if he or she has any **contraband.** A strip search may be conducted when the following requirements have been met:

- With prior **supervisor’s approval** when staff have a reasonable belief that the youth is hiding a prohibited object within the youth’s underclothing or external body areas.
- **Youth refuses to give the item** to staff.
- **Two staff members of the same sex** as the youth are present during the search in a clean, private place.
- After the youth has been taken into custody.

BODY CONTENTS SEARCH

A “body contents” search means the youth provides a sample of his or her **blood, breath, urine, saliva, stool** to test for the **presence of drugs or alcohol.** It includes non-surgical procedures like x-rays to detect the presence of contraband. A body contents search may be conducted when the following requirements have been met:

- With prior **supervisor approval** when staff have a reasonable belief that the youth has consumed or is concealing alcohol or drugs.
- Only a doctor, physician’s assistant, nurse or other person authorized by law may collect blood and stool samples. Only licensed radiology personnel may take x-rays.
- Staff may require a youth to take a drug and alcohol test as part of a routine testing of all youth in a program or as part of a random testing program.
- A supervisor may require that staff of the same sex as the youth observe the collection of a urine sample.

USE OF PHYSICAL FORCE

INVOLVE LAW ENFORCEMENT

Whenever practical, **staff should rely on the police** when it is necessary to use force to apprehend a youth who has escaped.

TWO REASONS FOR USING PHYSICAL FORCE

Immediately necessary to stop a youth in the act of escaping

Take a youth into custody **who has escaped**

AMOUNT OF FORCE

- Staff may only use **minimum force** needed to stop a youth in the act of escaping or to apprehend a youth who has escaped
- Staff may not use excessive force or use force as a form of corporal punishment

PRIOR TO USING FORCE

- Staff should not attempt to physically handle a youth until **sufficient staff are present**
- **Ask the youth to voluntarily comply.**
- One or more staff may **firmly grasp the youth**
- **Restrain youth as needed** to protect the youth and other, or to transport the youth.

AFTER PHYSICAL FORCE HAS BEEN USED

- **Check everyone for injury** and get medical care for anyone who was injured.
- Notify a supervisor immediately about the use of force and any injuries.
- **Written report** to supervisor **within 24 hours of use of force**
 - ✓ The youth's full name and the date, time and place that force was used against the youth
 - ✓ Relevant facts related to the incident including steps taken before using force
 - ✓ Names of all staff who used or witnessed the use of force
 - ✓ Reason for using force

USE OF MECHANICAL RESTRAINTS

REASONS FOR USING MECHANICAL RESTRAINTS

- To stop a youth in the **act of escaping**
- To transport a youth who **has escaped and been apprehended**
- **To temporarily restrain** youth until he or she can be taken to a secure detention facility, mental health or medical facility or JCI



PROHIBITED USE OF MECHANICAL RESTRAINTS

- To punish
- Around the head or neck
- In a way that causes undue physical discomfort, pain or restricts blood circulation or breathing
- To secure a youth to a car

WHILE THE YOUTH IS IN RESTRAINTS

- When restraints are used to take a youth into custody and transport a youth **after an escape or attempted escape, staff shall go directly to the intended destination.**
- Staff **remain with a youth** at all times while the youth is in restraints.
- **Release** youth from restraints to **eat, use the restroom** and to perform other bodily functions, unless it is unsafe to do so or during transportation. If it is unsafe to release the youth, a staff member shall feed the youth and a person of the same sex should assist with bodily functions.
- **Check the youth for injury** as soon as the restraints are removed. If the youth has been injured, staff shall seek immediate medical attention and notify his or her supervisor.

**NOTIFICATION OF USE OF RESTRAINTS AND WRITTEN RECORD**

Staff must notify a supervisor who notifies CO no later than 24 hours after using restraints to prevent an escape or to apprehend a youth who has escaped using the incident using the Central Office Notification of Unusual Incident (**DOC-1837**)

- Youth's full name, date, time and place youth was placed in restraints
- Relevant facts relating to the incident
- Reason for use of restraints and type of restraints used.
- Circumstances under which restraints were removed

ADDITIONAL STAFF RESPONSIBILITIES**Examine Restraints**

Staff examine the supply of mechanical restraints every six months and discard any that are worn out or damaged.

Report to Central Office

Each regional chief submits an annual report to the Division Administrator describing all incidents involving the use of mechanical restraints.

CHEMICAL AGENTS AND WEAPONS

WEAPONS

Staff may **not** carry firearms or other weapons while on duty.

CHEMICAL AGENTS

Only staff **members trained** by the department may carry or use **department approved chemical agents**.

Staff may use approved chemical agents **to prevent death or bodily injury to oneself or another**.

Staff immediately provides **medical attention** to a person who has been exposed to a chemical agent.

Staff member completes a **Central Office Notification of Unusual Incident** (DOC-1837).

ESCAPE

WISCONSIN STATUTES DEFINITION OF ABSCONDING AND ESCAPE

DJC often uses the term absconding to mean that a youth on community supervision is not at his or her assigned location. However, **s. 946.50, Stats., defines absconding as occurring when a person adjudicated delinquent intentionally fails to appear before the court assigned to exercise jurisdiction under ch. 938, Stats., when a proceeding is scheduled.** Violation of that statute results in a range of charges and penalties depending on the seriousness of the individual's underlying offense.

Under **s. 946.42, Stats., escape is defined as leaving custody** in any manner without lawful permission or authority.

It applies to DJC youth in a JCI or in a **type 2 secured correctional facility (type 2 RCC, SJOP, or CSP)** because those youth are legally in the **custody of DOC**.

If a youth on type 1 or type 2 status goes to a prohibited place or fails to appear at a required place per his or her Rules of Supervision could be charged with criminal escape.

ADMINISTRATIVE CODE DEFINITION OF ESCAPE

Chapter DOC 396, covering type 2 secured correctional facilities defines **escape** as occurring when a **youth is absent without permission from any scheduled activity or place**

NOTIFICATION RESPONSIBILITIES

- Immediately **contact law enforcement** authorities.
- **Notify supervisor**, and consult regarding procedures for searching for youth.
- Make reasonable effort to **notify victim/witness(es)**.
- **Notify parents/guardian**



APPREHENSION REQUEST

Immediately complete an Apprehension Request (**DOC-58**), available in MyDOC, and record it in JJIS.

REFERRAL FOR PROSECUTION

Upon consultation with supervisor, an agent may refer a youth to the local district attorney. for prosecution for escape under s. 946.42(2m), Stats., which is a class D felony punishable by imprisonment of up to 6 years.

TAKING A YOUTH INTO CUSTODY**REASONS FOR TAKING INTO CUSTODY**

An agent usually wants a youth taken into custody because the youth has allegedly violated a rule/condition of supervision.

POLICE ASSISTANCE

Staff may **ask that the police take a youth into custody** to take the youth to a juvenile detention facility, mental health or medical facility or to a JCI.

If an officer is not available, staff may take a youth into secure custody and transport the youth as soon as possible to one of the facilities that mentioned above.

- Agent **consults his or her supervisor prior to physically taking a youth into physical custody.**
- Staff follow Field Notice 1, “**Secure Transportation of Youth**”

SERO PROCEDURES FOR AWOL YOUTH**Overall SERO Policy**

It is the policy of the Southeastern Regional Office that DJC staff should search for youth who have absconded from supervision and place them in secure detention when appropriate. **Searches should not be conducted without DJC supervisory approval. Law enforcement shall accompany DJC staff** when conducting searches for absconders. For purposes of this policy, “juvenile” includes youth of any age under the supervision of DJC. It is not limited to youth under the age of 18 years.

The following procedures are written specifically for SERO staff who participate in periodic absconder checks that target more than one youth from a specific geographical area. Targeted youth shall have a current apprehension request on file.

Procedures for Determining that a Youth is AWOL

SERO considers a youth to be an absconder; i.e., away without leave (AWOL) for many reasons such as those listed below.

- A **CSP** youth **damages or removes his or her electronic monitoring** device so that monitoring cannot be done
- Family member reports that the **youth has not returned home** at the expected time.
- A youth **fails to show up for an appointment/scheduled activity** and staff cannot locate the youth
- Youth **fails to return to his or her placement facility after an approved leave**, e.g., weekend pass.

Procedures to Prepare to Search for an AWOL Youth

Develop Absconder List

- ✓ Staff consider the risk the youth presents to public safety and/or to himself/herself using the checklist included in this chapter.
- ✓ Regional chief/designee works with agents to compile a list of youth in absconder status with a last known residence in the region.
- ✓ Determine which youth should be targeted for a search based upon recommendation of agent.
- ✓ Share the list with appropriate law enforcement agency(ies), and DOC Milwaukee Absconder Unit for Milwaukee youth.

• **Agent Responsibilities**

- ✓ Complete and file a DOC-58 with appropriate law enforcement indicating:
 - * Youth is in violation of his or her conditions of supervision
 - * Youth's location is unknown
 - * DJC requests assistance in conducting a search to apprehend the youth.
- ✓ Obtain supervisory approval to search for a specific AWOL youth.
- ✓ Share the list of names and addresses with local law enforcement and the SERO team.
- ✓ Select dates, approximately 2 times per month, to conduct searches taking into account availability of SERO staff and law enforcement.
- ✓ Assemble a team consisting of at least 2 SERO staff (agents and/or youth counselors) and law enforcement personnel.
- ✓ Ensure that at least one state vehicle with a secure barrier is available for transporting the youth.

• **Assemble the following items:**

- | | |
|----------------------|---|
| ✓ Radios/cell phones | ✓ Mechanical restraints including oversized |
| ✓ Vests | ✓ Flashlights |
| ✓ First aid kit | ✓ Search kits if needed |

Gather together documents as appropriate:

- | | |
|------------------------|---|
| ✓ Photos of youth | ✓ Copy of apprehension requests on file |
| ✓ Detainers if on file | ✓ Names/addresses of all youth being searched for by staff (copy for each individual on the team) |

- **Apprehension Procedures**

- ✓ Share Information with Law Enforcement
- ✓ SERO staff and law enforcement meet prior to beginning the search for the youth to discuss procedures to be followed. SERO staff share the information listed below with law enforcement:
 - * Youth's offense history
 - * Family history
 - * Number of occupants in home
 - * Pets in home



- **Obtain permission of head of household to enter the residence**

- **Identify risk factors and share with team**

- ✓ Offense resistance
- ✓ Potential intoxication
- ✓ Visible weapons
- ✓ Physical injuries
- ✓ Family resistance
- ✓ Presence of dangerous animals
- ✓ Medical/mental health of any occupant

- **Supervisor Decision**

Based upon above risk factors, other relevant information and observations, supervisor decides if and when to discontinue search or modify search plans.

- **Completion of Apprehension**

If the youth is found on the premises, he or she is placed in mechanical restraints pursuant to procedures described above. Law enforcement or DJC agent takes the youth into custody for transportation to an appropriate location.

The agent informs the parent/guardian that the youth is being returned to a JCI, but may spend a short period of time in local detention facility. The agent should take the youth's medications

SAMPLE NOTIFICATION LETTER FROM NEW AGENT TO YOUTH'S PARENT/GUARDIAN

APPROPRIATE LETTERHEAD FOR AGENT'S WORK SITE

(Current Date)

(Name of Parent/Guardian)

(Mailing Address)

(City, State, Zip Code)

Dear Mr./Ms. (Last Name of Parent/Guardian):

This letter is notification of a change in the assigned agent for (name of son/daughter) during his or her placement in the community. As of (effective date of assignment), I am the new agent who will supervise your son/daughter while (he/she) is in the community.

In order to work more effectively with (first name of youth), I would like to meet with you to discuss past behaviors, current situation and future goals of (first name of youth).

Please call me as soon as possible to schedule an appointment to meet. My phone number is (000) 000-0000. Thank you for your cooperation.

Sincerely,

(Name of Agent)

Juvenile Services Agent

cc: Supervisor

OJOR CO

SS file

Previous Agent

SAMPLE NOTIFICATION LETTER FROM NEW AGENT TO YOUTH

APPROPRIATE LETTERHEAD FOR AGENT'S WORK SITE

(Current Date)

(Name of Youth)

(Mailing Address)

(City, State, Zip Code)

Dear (Name of Youth):

This letter is notification of a change in your assigned agent during your placement in the community. As of (effective date of assignment), I will be the agent supervising you while on community supervision.

If you have any questions or concerns about your community supervision, please call me at (000) 000-0000.

Sincerely,

(Name of Agent)

Juvenile Services Agent

cc: Supervisor

OJOR CO

SS file

Previous Agent